NEW YORK STATE DEPARTMENT OF TRANSPORTATION MATERIALS BUREAU ALBANY, NY 12232 MATERIALS METHOD	MATERIALS METHOD - NY 25 ISSUE DATE - JANUARY, 1983
PROCEDURE FOR PROVIDING MATERIALS DETAILS TO THE ENGINEER FOR MATERIALS ON THE APPROVED LISTS	
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I. SCOPE

This method describes the procedure for providing "Materials Details" to the Engineer. It covers the approval of the "Materials Details" by the Materials Bureau, their distribution, and their application at the project site.

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III. GENERAL.

Some materials appearing on the NYSDOT Approved Lists require additional specific information to identify, use, or install them. Since this information may be unique to each product or supplier, it is not possible to include it in Department issuances such as Standard Sheets. In addition, this information is only necessary at any individual project site for the approved material selected by the Contractor. Therefore, this procedure provides a method for the material supplier to provide this information to the Department through the Contractor. It includes prior approval of the information by the Materials Bureau, and a procedure by which the Engineer may verify that he has the correct information.

IV. DEFINITION OF TERMS

1. Material Details. That information unique to a particular product that is necessary to adequately identify it or to describe the proper handling, installation, or use of that product. Materials Details may consist of written instructions, drawings, or both.

2. Supplier. The manufacturer, vendor, or agent who applies to the Department for approval of his product on an approved list basis, and whose name appears on the approved list.

3. Department. The New York State Department of Transportation.

4. Materials Bureau. A facility of the New York State Department of Transportation which may be contacted by mail at the following address:

Director, Materials Bureau
N.Y.S. Dept. of Transportation
State Campus, Bldg. 7A
1220 Washington Avenue
Albany, NY 12232

OR: by telephone at the following number:

Area Code (518) 457-5956

OR: T.W.X. to:

710-441-8221
N.Y.S.D.O.T. Albany Campus, Materials Bureau P.C.O.

5. Engineer. The Engineer representing the Department of Transportation having direct supervision of the execution of the contract under the direction of the Regional Director.

6. Reference Number. A unique numeric or alphanumeric code assigned by the supplier to the written instructions or drawings prepared by him to distinguish them from other similar instructions.

V. MATERIALS DETAILS FORMAT

Materials Details may consist of drawings, written instructions, or both as appropriate conforming to the following formats:

A. Drawings. The size of the drawings shall be 8½"X11" or 17"X11". They shall be accurate, neatly drawn, legible, and clearly understandable. They must be supplied in a manner suitable for reproduction. Each sheet associated with the product shall be uniquely identified with a reference number assigned by the supplier. Each sheet shall include: the name of the product, the name and address of the supplier as shown on the Approved List, the date the drawing was prepared or last revised.

B. Written Instructions. Written instructions shall be on 8½"X 11" size paper. They shall be in English and be clearly understandable. They shall be typed or neatly printed in a manner suitable for reproduction. The instructions shall be uniquely identified by a reference number assigned by the supplier. Multiple pages shall be consecutively numbered. The first page of the instructions shall include: the name of the product, the name and address of the approved supplier as shown on the Approved List, the identifying reference number, the date the instructions were prepared or last revised.

VI. EVIDENCE OF ACCEPTABLILITY

When Materials Details are required by the specifications, the initial shipment of an Approved List material to the project site must be accompanied by two copies of the approved Materials Details. The reference number and date of the Materials Details must be identical to those shown on the Approved List. In the case of products approved since the issuance of the most recent Approved List, a copy of the approval letter from the Materials Bureau showing the approved Materials Details reference number and date will be considered adequate evidence of acceptability.

VII. STEPS IN PROCEDURE

A. Material Approval. When required by the basis of acceptance in the materials specification, the supplier shall submit to the Materials Bureau, Materials Details for their product as part of the initial product approval. Upon approval of the product and the Materials Details, the name of the product, the name and address of the supplier and the reference number and date of the approved Materials Details will be added to the Approved List.

If it becomes necessary to revise or modify the approved Materials Details, the supplier shall submit the new or revised material to the Materials Bureau for approval. The reference number and date of the Materials Details must be changed to reflect the revision.

The Department's Approved Lists are published semi-annually on April 1 and October 1. For products approved in the interim, the Materials Bureau will provide a letter to the supplier stating that the product and referenced Materials Details are approved.

B. Distribution. At the time of product approval, copies of the approved Materials Details will be distributed by the Materials Bureau to the Construction, Facilities Design, Structures, and Highway Maintenance Divisions in the Main Office, and to the Construction Supervisor and the Materials Engineer in the Regions. The copies will be distributed by an Engineering Instruction.

The supplier shall provide two copies of the approved Materials Details through the Contractor to the Engineer as part of the evidence of acceptability for the material at least ten days prior to the use of the product.

C. Project Acceptance. Upon receipt of the Materials Details from the Contractor, the Engineer will compare the reference information to that shown on the Approved List. If the information matches, the Engineer has the correct Materials Details for that product, if not, the Engineer should contact the Regional Construction Supervisor or Materials Engineer to resolve any differences.

If the product is not shown on the approved list, but is accompanied by an approval letter from the Materials Bureau, the Engineer may verify such approval with the Regional Construction Supervisor or Materials Engineer.

After he has determined that he has the correct Materials Details, the Engineer shall compare the product received at the project with the approved Materials Details to confirm that it is the correct product.

D. C nstruction. Construction which requires the use of a product with approved Materials Details shall be carried out in accordance with the approved drawings and/or written instructions. Deviations from the approved details will require approval by the Director, Materials Bureau.

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